

Return to Work Process



At Public Outreach, we are committed to supporting employees who have been absent from work due to a non-work related disability and who require an accommodation in order to return to work. We will follow the process detailed below to support their safe return to work.

Step 1: Initiate the Return to Work Process

- The employee reports a need for disability leave to their manager or human resources. Human resources can be reached at 1 888 326-5535 ext. 4001 or humanresources@publicoutreachgroup.com.
- Information is sent to the return to work coordinator.

Step 2: Make and Maintain Contact with the Employee on Leave

Return to work coordinator:

- maintains regular contact with the employee, with the employee's consent
- provides the employee with return to work information
- helps resolve any problems with treatment, if asked by the employee
- monitors employee's progress until fit to work

Employee:

- gets and follows the appropriate medical treatment
- updates the return to work coordinator with their progress
- provides the healthcare provider with return to work information

Health-care provider:

- provides the appropriate and effective treatment to employee
- provides required information on employee's functional abilities, if requested

Step 3: Develop a Return to Work Plan

- The employee, the return to work coordinator and the healthcare provider (if needed) develop a formal return to work plan. This is included in the employee's individual accommodation plan (if applicable).

Step 4: Monitor and Evaluate the Return to Work Process

- The employee, manager, and return to work coordinator monitor and review the return to work plan regularly until it is completed.
- The return to work process will undergo modifications to overcome any challenges the employee encounters.

For questions or more information contact Human Resources:

humanresources@publicoutreachgroup.com; 1 888 326-5535 ext. 4001

Return to Work Plan



Employee Name: _____

Start Date: _____ End Date: _____

Job Title: _____ Rate of Pay: _____

Week	Functional Limitations	Work Days per Week	Work Hours per Day	Job Tasks	Accommodation	Safety Considerations
Week 1						
Week 2						
Week 3						
Week 4						

Does the return to work process involve a temporary assignment to a different position?

- ☐ Yes (Please answer the questions below.)
☐ No

What is the new position? _____

Length of assignment (if known): _____

What training is required? _____

What safety precautions are being taken during training? _____

Employee's Signature

Manager's Signature

Date